

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

August 23, 2018

**SUBJECT:** DETERMINING MODE OF TRANSPORTATION – REVISED

**PURPOSE:** The purpose of this Order is to revise Department Manual Section 3/390.57, *Determining Mode of Transportation*, to be consistent with current legislation.

**PROCEDURE:** This Order revises Department Manual Section 3/390.57, *Determining Mode of Transportation*. Attached is the revised Department Manual section with the revisions indicated in italics.

**AMENDMENT:** This Order amends Section 3/390.57 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHELE R. MOORE  
Chief of Police

Attachment

DISTRIBUTION "D"

**DEPARTMENT MANUAL  
VOLUME III  
Revised by Special Order No. 16, 2018**

**390.57 DETERMINING MODE OF TRANSPORTATION.** All travelers shall utilize the City authorized business travel service provider for all City business-related travel. The mode of transportation to be utilized shall be determined in the following manner:

**City Vehicle-Commercial Airline.**

Employees who are *traveling on City business shall determine the most practical and cost-efficient mode of transportation: vehicle or commercial airliner. Cost efficiency should be determined on the basis of distance, time and cost. If the cost for vehicle travel exceeds the cost for air travel, or if vehicle travel is impractical, then air travel should be selected. The preferred mode of vehicle travel is in either a Department assigned or fleet vehicle. However, private vehicles may be utilized under certain circumstances with prior approval. No rental vehicle shall be utilized for travel. Car rental is usually not an option at the destination unless approved in writing prior to travel.* Employees who determine that travel by vehicle is more practical and cost efficient are required to obtain permission to use either a Department fleet vehicle or their private vehicle.

*For more details regarding airline travel, please refer to Controller's Manual Section 1.8.12, Transportation to Destination. The Controller's Manual can be accessed via the Los Angeles City Controller's website.*

**Exception:** Commercial airline normally shall not be used while transporting shackled prisoners, except by special arrangement with the airline.

*Employees shall adhere to the following guidelines when travelling by:*

- **Department Fleet Vehicle:** Requests for the utilization of a Department fleet vehicle shall be submitted to Motor Transport Division's Pool Officer at least two weeks or more in advance of his or her travel date in order to obtain final approval and to reserve a vehicle.
- **Personal Vehicle:** Requests for the utilization of personal vehicles for travel assignments shall be submitted on an Intradepartmental Correspondence, Form 15.02.00, and forwarded through channels to the Commanding Officer (CO), Personnel and Training Bureau (PTB), for approval. Such requests shall only be made when prior approval for personal vehicle use has been obtained, when no other mode of transportation is available or practical, including a City vehicle, or when *acting in the best interest of the City*. Any extenuating circumstances shall be thoroughly explained on an Intradepartmental Correspondence to the CO, PTB. *The Intradepartmental Correspondence shall include the following information:*
  - *The name(s) of the employee(s) who will be driving the vehicle (Rank/Classification, Name, Serial No.);*
  - *Vehicle Year;*
  - *Vehicle Make;*
  - *Vehicle Model;*
  - *Vehicle Identification Number;*
  - *Insurance Carrier; and,*
  - *Policy Number.*

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*Employees are to obtain fuel at City facilities or a Voyager fuel card from the Department Operations Center.*

The *primary* employee using a personal *vehicle* shall be reimbursed if the following guidelines are followed:

- At the employee's own expense, obtain *and maintain* liability insurance covering the full use and operation of the personal vehicle *throughout the period of such travel assignment(s)*. The limits on liability shall not be less than \$25,000 in the case of injury or death of one person, and \$50,000 in the case of injury to or death of more than one person, and in the case of property damage, not less than \$5,000 in any one accident; and,
- *Attach a copy of the employee's valid vehicle insurance policy to the Intradepartmental Correspondence* in the form of a Certificate of Insurance prior to departure.

**Note:** The guidelines are delineated from the City of Los Angeles Administrative Code, *Division 4, Chapter 5, Section 4.232, Insurance Required.*